

Chief, Management Staff

16 April 1969

Chief, Records Management Staff

Report For Week Ending 8 April 1969

1. Contributions

a. Useable

- (1) The Records Center Received 1123 Cu. ft. of inactive records. This is the largest volume of receipts in one week this fiscal year. Seventy cu. ft. of records were buried.
- (2) Four new and six revised forms were completed.

b. Irreversible

- (1) In cooperation with IAR Staff, ID/P, revised the Routing and Record Sheet to provide for the pre-insertion of certain material and preparing for Acco filing.

2. Requirements - Active

a. Forms

- ✓ (1) Four new and 15 revised forms in process.
- ✓ (2) Teletype Dissemination Information Reports and Systems.
- ✓ (3) Revision of Dispatch Form. ID/P has promised a reply by 22 April.
- ✓ (4) Improved Management of Stocked Forms.
- ✓ (5) Uniform Information Report.
- ✓ (6) Evaluation of Information Reports.
- ✓ (7) Agency Chain Envelope.
- ✓ (8) New Building Project. Revised Biographical Data Form printed. Modification of Security Badges System in process.

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BEST COPY
Available

6/17/98

CONFIDENTIALb. Shelf Filing

- (1) Office of Personnel.
- (2) Acquisition Branch Library/JCR.

25X1

- (3) Contract Division. Procurement Division is waiting for bids.

c. Filing Systems

- (1) CO/PD Translation Index.
- (2) Contract Personnel Division/CP Card Index.
- (3) Graphics Register Film Index.
- (4) FA/DD/P. Elevator Card File for Pseudo Cryptonyms File. Requisition received for equipment. We are trying to see if surplus equipment now in the warehouse and another pieces of equipment not needed any longer by OCR can be used.

d. Audit and Revision of Records Control Schedules

- (1) OCA
- (2) CO/PD. Revised schedule completed and forwarded for review. Detected 92 "bootleg" forms in process of making audit of schedule.

e. Special Projects

- (1) OCA has requested "on-the-job" training for their new Area Records Officer.
- (2) Revision and Update of Overnight Storage Boxes.
- (3) DD/P Support Records. Survey now being made in PP Staff.
- (4) Predecessor Agency Records (SOC, HCU, and CIS).
- (5) Revision of training material to be used by OCA. Preparation of training aids in process.

25X1

f. Vital Material

- (1) Representatives of OCA were indoctrinated in the Vital Materials procedures in the Repository.

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- (1) All members of the Staff attended the COM luncheon.
- (2) The newly appointed Records Officer for the RS Division has been responsible for the transfer of more inactive records to the Center in one week than had been accomplished in over a year.

25X1 (3) COM has selected [REDACTED] as their new Area Records Officer to replace [REDACTED] who is transferring to [REDACTED]

25X1
ILLEGIB

25X1

Distribution:

Orig - Addressee

25X1

1 - [REDACTED]
1 - [REDACTED]
1 - [REDACTED]
1 - [REDACTED]

25X1

1 - RMS (yellow) REPORTS -1)
1 - [REDACTED] (Records Center
1 - [REDACTED] (Repository)

25X1 Mgt/S/RMS/ [REDACTED] (10 April 1959)

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